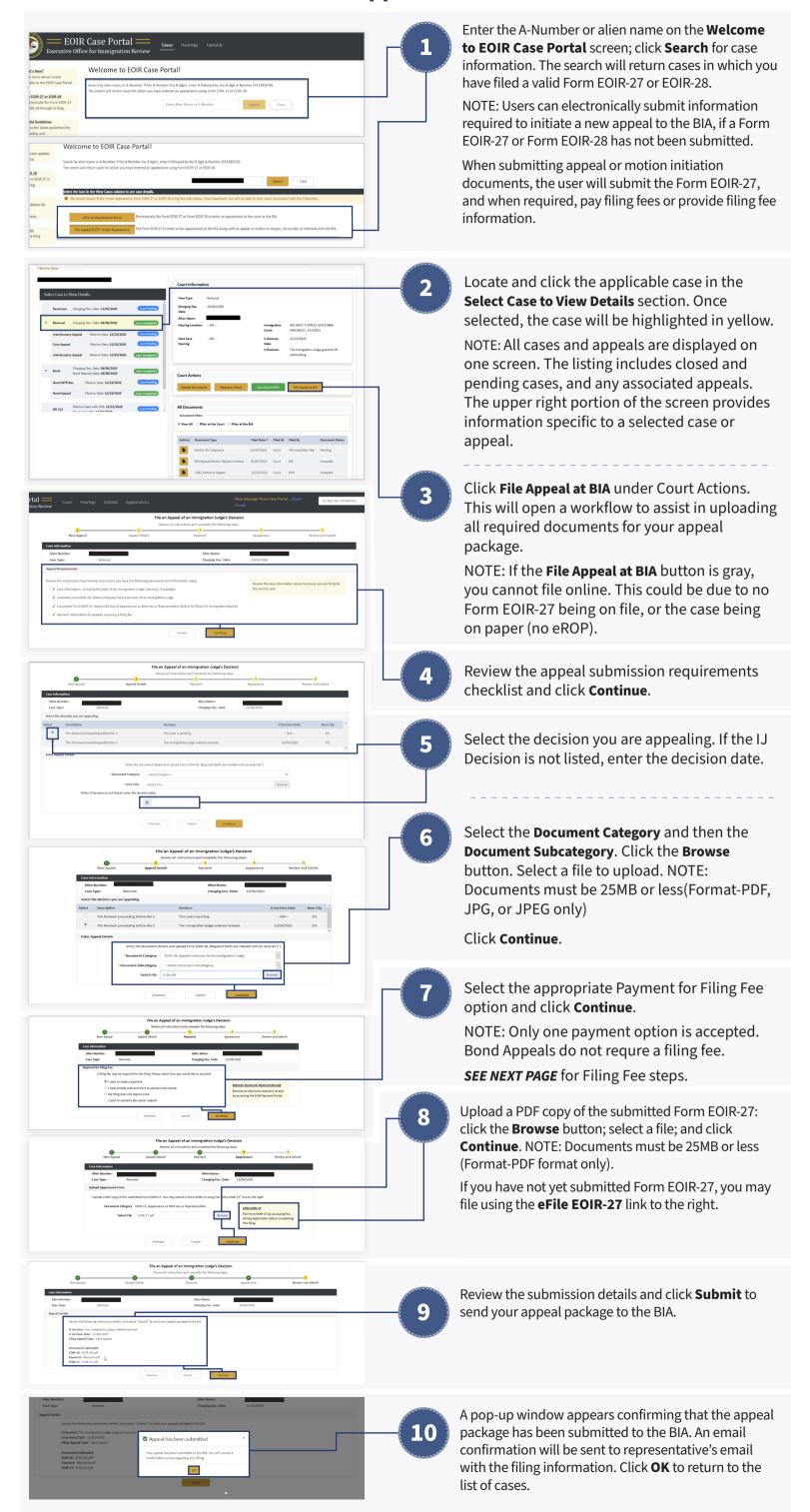


Case Portal File an Appeal at the BIA





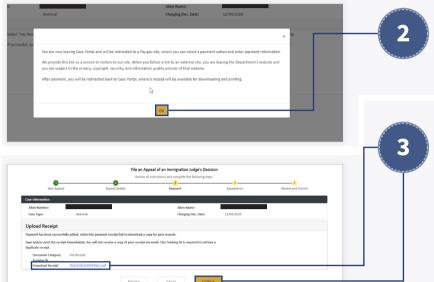


Case Portal File an Appeal at the BIA-Payment for Filing Fee Options

OPTION 1: "I want to make a payment."



Click **Pay Now** to be redirected to the Pay.gov site.

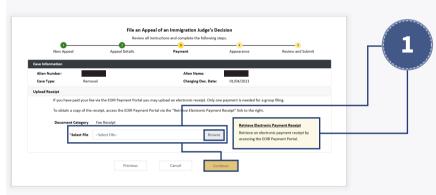


A pop-up window appears. Click **OK** to leave Case Portal and be directed to Pay.gov, where you can enter payment information.

Once payment has been successfully added, you are directed back to Case Portal and an Upload Receipt screen appears. Click the link next to **Download Receipt** to save and/or print the receipt immediately. The Tracking ID on the receipt is required to retrieve a duplicate receipt. NOTE: A copy of the receipt will not be available via email.

Click Continue.

OPTION 2: "I have already paid and want to upload a fee receipt."



Click the **Browse** button; select a file; and click **Continue.** NOTE: Documents must be 25MB or less (Format-PDF format only).

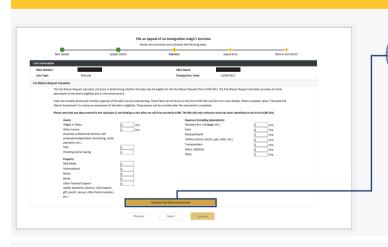
If you do not have your receipt from the EOIR Payment Portal, you can retrieve one using the **Retrieve Electronic Payment Receipt** link to the right.

OPTION 3: "My filing does not require a fee."



Click the check box(es) for the reason(s) you believe the filing is exempt from payment. If you select the second option, you must specify the law, regulation, or directive for the fee exemption. Click **Continue.**

OPTION 4: "I want to upload a fee waiver request"



The **Fee Waiver Request Calculator** screen appears. You can use this calculator to receive an assessment of the alien's eligibility for a fee waiver. Once you have entered the information, click **Calculate Fee Waiver Assessment.**



The assessment will say that you either appear to be or appear not to be eligible to submit a Fee Waiver Request. Regardless of the assessment, you can choose either to click **Submit EOIR-26A** or click **Previous** to select another payment option.



To submit Form EOIR-26: click the **Browse** button; select a file; and click **Continue.**

NOTE: Documents must be 25MB or less (Format-PDF format only).